Hannah Torpey

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# Skills Summary

I am a highly motivated and dedicated individual with a strong commitment to any job or task I am challenged with. I am a fast learner and have developed a variety of skills through my academic and professional experiences.

# Education

## Second Level Education

Our Lady’s Bower, Athlone

Leaving Certificate class of 2017

497 points including a H1 in History (97%), a H2 in English (89%) and a H3 in Business (78%)

## Bachelor of Corporate Law International with Legal German NUI Galway 2017-Present

**Graduating in May 2021: Overall 2.1 Result**

**First Year**- overall 2.2 result (54%)

**Second Year**- 2.1 in Semester 1 and 1.1 in Semester 2

 Overall 2.1 result (63%)

**Third Year** (Erasmus in Georg-August Universität, Germany)

 Overall 1.1 result **(75%)**

**Final Year**- Semester 1 **(70%)**

**Overall Degree Result: 2:1 (68%)**

# Experience

***Moran and Ryan LLP, Dublin***

*Legal Executive- July 2021- Present*

Liaising with partners in relation to client dealings and providing administrative support
Organizing and drafting briefs for various Court proceedings
Managing client expectations in relation to ongoing matters with the firm
Drafting letters, forms and various legal documentation and communicating with other firms in relation to mutual client dealings
Attending client meetings and consultations

## AXA Insurance Ltd

### Customer Service Advisor- 2017-2019

Answering customer queries in relation to insurance policies and documents with utmost professionalism and discretion

Reassuring customers in times of crisis and finding fast solutions in times of immense pressure

Providing superb customer care while adhering to strict company policy

Liaising with professionals throughout the company to resolve any issues which may have arisen

## Jimmys Superstore’s Athlone

### Till Staff – March 2020- Present

Working in a busy retail setting and managing the tills single-handedly

Providing customer service while ensuring the smooth operation of financial aspects of the business

***Tormey’s Solicitors, Athlone***

*Legal Intern- January 2021- May 2021*

Drafting legal memorandums as well as maintaining utmost discretion in relation to client dealings

Preparing legal research papers on specific aspects of Land and Trust Law

Attending virtual court in support of the firm’s clients

# Awards and Acknowledgements

## Diploma from the Royal College of Music, London 2016

Awarded the highest award for excellence in Pianoforte

Became a piano teacher in the subsequent years- 2017-2019

## Barra Flynn Memorial Legal Scholarship, 2017

Awarded third place in the prestigious legal scholarship from Tormey’s Solicitors, Athlone for achieving one of the highest Leaving Certificates for Law in Athlone

***Languages***

English – Native Speaker

German – C1/ Fluent

# References

## Moran & Ryan LLP

Chris Connolly – 01 872 5622

## Axa Insurance, Athlone

Dawn Benson - (090) 6486300

***Tormey’s Solicitors***

Tony Henry – (090) 6493456

***NUI Galway***

Deidre Byrnes – deirdre.byrnes@nuigalway.ie